Board Meeting Minutes
May 2, 2022
[Meeting slides](#)

Agenda

Attendees: Heather Bush, Ava Brillat, Valerie Boulos, Rachel Cooke, *Cindy Gruwell,* Julie Hornick, Elana Karshmer, Alyssa Koclanes, Diana Matthews, Cristy Moran, *Deborah Prosser,* John Reynolds, Nancy Schuler, Steven Wade, Clarissa West-White

Call to Order
Amendments to the Agenda
Approval of the Agenda
Old Business

- Review [April meeting minutes](#)
- Review April meeting Action Items
    a. **Action item:** Elana will contact PLAN and offer a $250 sponsorship.
        i. Follow up: PALC Planning Conference $250 sponsorship (Elana)
        ii. Regina from PLAN approved the $250 sponsorship though it's not listed as a tier for sponsorship
        iii. **Decision:** Board votes to approve
    b. **Action item:** Invite for committee members (Rachel)
        i. Invitation sent out by Nancy, responses coming in, will report when finalized

New Business

1. [FACRL Website Enhancements (2022)](#) (Nancy)
    a. Reviewed goals (linked in item above) including rebranding and email templates
    b. Ideas and timelines for the upcoming year reviewed including new areas for content, reaching out to committees and what they'd like to share and how to do so, using other library associations as models
    c. Committee/ task force agreed upon 3 potential templates (initial theme overlays) reviewed for initial feedback to help guide planning (examples shared on slides linked in item above)
    d. Question about evaluation for accessibility - Nancy believes since it's based on WA themes they have been at least at a basic level, but that will be considered
    e. Call for more members for the task force, Nancy added Diana
    f. **Action item:** Nancy will put out a poll/ survey for initial feedback from Board members
    g. Timeline: Goal to have initial theme selected by June so it can be ready for work on the upcoming conference since beyond June FACRL activities will be consumed with the conference until after the conference
2. [Committee Appointments](#) (Rachel)

a. Volunteer form is active through May 2
b. Board liaisons are set (green=confirmed) - Requested that we confirm our positions/ posts
c. Please check and let Rachel know of any changes or mistakes.
d. Steven volunteered for Legislative Liaison which had been vacant before last meeting
e. **Action item:** Rachel will email the chairs/ members to confirm chairs and member volunteers to finalize by the next meeting

3. June Meeting Date - June 6, 2022 (Rachel)
4. Reminder: Committee reports Google Drive file at this link (Rachel)
   a. Reviewed the way it will be used to keep Board updated on what's going on so it doesn't fall off the radar of the Board and reporting
5. Conference theme (Rachel)
   a. Will meet with the conference committee for a pre-planning meeting with chairs and liaison to get feedback/ input on the theme and planning timeline
   b. **Decision:** 2022 conference theme will be "Information Ethics & Access" (note: title and wording may slightly alter based on committee workshopping)

2021-22 Officer/Liaison Reports

1. President - Elana Karshmer
   a. NA besides last meeting
2. President-elect - Rachel Cooke
   a. Recognizing outgoing president, gift sent via personal email
   b. Recognizing members who are rotating off Board at the end of this meeting: Heather, Deborah, Alyssa
3. Past-President - Alyssa Koclanes
   a. NA
4. Secretary - Cristy Moran
   a. NA
5. Treasurer - Valerie Boulos
   a. $13,693 in account
   b. Our conference last year including keynote cost <$4500 so we should have enough to cover the next conference
   c. Only payment looking ahead is the GoDaddy website registration
6. Communication Manager - Nancy Schuler
   a. Will post last call for committee member since today was last date
7. Legislative - Deborah Prosser
   a. NA

2021-22 Committee Reports

1. Membership - Heather Bush
   a. Instructions done on how to update member list on WA - sent to new membership committee members and Board liaison (Nancy)
   b. Also went through the ACRL list and we have to add 100 people into WA and 140 to remove; however the last time it was updated was in 2019 and an email was sent at that time (email here) but memberships have not been checked/ confirmed since

  c. If the member's name isn't found in ALA Connect then they can be emailed to see if they're still a member and if they are not then they can be archived - archived members are not counted toward our member headcount in WA.

  d. In ALA Connect you can type someone into the directory and their affiliations/ memberships - Rachel recommends as a possible summer project. Heather will work with Nancy to come up with a game plan.

  e. **Action item:** Forwarding the call for committee members to the 100 new ACRL members with an extension deadline noted in the email for responding to invitation.

  f. Nancy will work with Heather to import new members so Nancy can learn the manual process

  g. Rachel and Nancy will work on purging old members

2. Marketing and Communications - Nancy Schuler
  a. NA

3. Nominations - Alyssa Koclanes, Past-president
  a. NA

4. Programming - Rachel Cooke
  a. NA

5. Conference Program - Clarissa West-White
  a. NA

6. Sponsorship - Valerie Boulos
  a. NA - not active yet

7. Scholarship - Julie Hornick
  a. NA - not active yet

8. Virtual Conference Logistics - Nancy Schuler
  a. NA

Review Meeting Outcomes and Action Items

- **Decision:** Board votes to approve $250 sponsorship of PLAN (PALC) Conference and Elana will confirm with Regina (PLAN) and Valerie will pay
- **Action item:** Nancy will put out a poll/ survey for initial feedback from Board members for website theme
- **Action item:** Rachel will email the chairs/ members to confirm chairs and member volunteers to finalize by the next meeting
- **Decision:** 2022 conference theme will be "Information Ethics & Access" (Note: title and wording may slightly change based on committee workshopping, Rachel will update Marketing with decision for a Save the Date)
- **Action item:** Forwarding the call for committee members to the 100 new ACRL members with an extension deadline noted in the email for responding to invitation.

Announcements

- Next online Board Meeting: Monday, June 13, 2022 at 3PM
    - Rachel has sent the link. Original meeting from Elana had date of June 6 at 2PM and it has been removed from our calendars (she deleted the event) and we had duplicates. Minutes, slides, and agenda have been updated to reflect correct date.